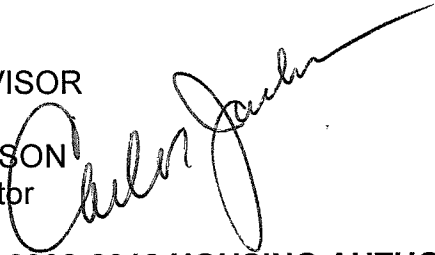


**Housing Authority - County of Los Angeles**

March 17, 2008

TO: EACH SUPERVISOR

FROM: CARLOS JACKSON  
Executive Director



**SUBJECT: FISCAL YEAR 2008-2012 HOUSING AUTHORITY AGENCY PLAN**

The purpose of this memo is to provide you with information regarding the development of the Fiscal Year (FY) 2008-2012 Agency Plan. The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires Public Housing Agencies (PHAs) to submit an Agency Plan to the U.S. Department of Housing and Urban Development (HUD). The Agency Plan identifies key policy items and financial resources for both the Public Housing and Section 8 programs. The Agency Plan must be submitted to HUD for approval by April 17, 2008.

In accordance with QHWRA, the Housing Authority must initiate the following activities:

- Form a Resident Advisory Board (RAB)

This year, the Housing Authority actively recruited Section 8 participants and Public Housing Resident Council members to participate in the RAB for the Agency Plan process. The Housing Authority formed two separate RABs – one Section 8 and one Public Housing. The Housing Authority conducted a total of eight meetings to discuss the content of the Annual Plan and solicit the input of the RABs.

- Public Outreach Activities and Board of Commissioners' Approval

In addition to the RAB, the Housing Authority is required to have a 45-day Public Review and Comment Period, which extended from December 28, 2007 through February 10, 2008. During the review period, the Agency Plan and all required attachments must be available to the public. All comments must be submitted to HUD along with the Agency Plan.

During the public review and comment period, summaries of the Agency Plan were made available in the following languages: Spanish, Russian, Korean, Mandarin, and Braille. The Agency Plan was made available at nine libraries, 11 housing developments, the South Whittier Community Resource Center, Housing Authority administrative offices, and on the Housing Authority website.

In December 2007, a public notice was mailed to all Conventional Public Housing residents notifying them of the 45-day Public Review and Comment Period and Public Hearing date and publicized in the Section 8 Tenant Talk newsletter.

Additionally, a public notice announcing the 45-day Public Review and Comment Period and Public Hearing date was published in December 2007 in the Los Angeles Times, La Opinion, the Daily News, Wave Community Newspaper, International Daily News, L.A. Sentinel and the Long Beach Press Telegram.

The Housing Authority received approval of the Agency Plan from the Housing Commission on February 27, 2008 and will request approval from the Board of Commissioners at the March 25, 2008 public hearing.

- Public Comments

The Housing Authority received comments from the Legal Aid Foundation of Los Angeles on February 8, 2008, which covered the following areas: 1) How to Register 2) Removing Applicants from the Waiting List and Purging 3) Initial Applicant Briefing and 4) Voucher extensions. The Housing Authority addressed Legal Aid's comments via a letter dated February 26, 2008. Legal Aid's comments and the Housing Authority's response are attached for your reference.

Also, on February 11, 2008, after the close of the 45-day comment period, the Housing Authority received a letter from Neighborhood Legal Services (NLS). NLS did not provide any comments regarding the proposed FY 2008-2012 Agency Plan, but promised to do so before the public hearing and Board approval meeting of March 25, 2008. NLS' letter is attached for reference.

Finally, the Kings Road Tenant Association provided comments on February 7, 2008, which covered the following areas: 1) the Tenant Commissioner requirement 2) the Agency Plan Resident Advisory Board 3) Rehabilitation projects at Kings Road 3) Legal counsel costs and 4) duplicating apartment keys. The Housing Authority has addressed these comments via a letter dated March 5, 2008. The Kings Road Tenant Association comments and the Housing Authority's response are also attached for your reference.

The Housing Authority is proposing the following major changes:

- AGENCY PLAN

1. LIMITED ENGLISH PROFICIENCY (LEP)

The Five-Year Plan has been amended this year to include one change. In accordance with Executive Order 13166, the Housing Authority has included a description of goals and objectives that are in place to ensure that persons with Limited English Proficiency (LEP) have meaningful access to Housing Authority

EACH SUPERVISOR

March 17, 2008

Page 3

programs and activities.

- **CONVENTIONAL PUBLIC HOUSING PROGRAM**

1. VIOLENCE AGAINST WOMEN ACT

In accordance with the Violence Against Women and Department of Justice Reauthorization Act of 2005 ("VAWA"), the Housing Authority has developed and implemented policies and procedures protecting victims of domestic violence, dating violence, and stalking from discrimination. The Housing Authority will not deny admission to an applicant who is, or has been, a victim of domestic violence, dating violence, or stalking, if the person otherwise qualifies for assistance. Additionally, the Housing Authority will not evict a current tenant solely because the tenant is, or has been, a victim of domestic violence, dating violence, or stalking.

2. LIMITED ENGLISH PROFICIENCY

In order to comply with Executive Order 13166, the Housing Authority has developed an LEP Plan to be included in the ACOP to ensure that LEP persons have meaningful access to Housing Authority programs and activities.

- **SECTION 8 TENANT-BASED PROGRAM**

1. ADMISSIONS PREFERENCE

The Housing Authority currently has six waiting list preferences, with families of veterans and current members of the armed forces given priority in each category.

In order to provide more equal access to the Section 8 program to all households on the waiting list, the Housing Authority will now consider applicants in order of preference and then date and time applied. Previously, it was necessary to differentiate between applicants who submitted their applications at approximately the same time. However, due to an upgraded computer system that can now differentiate between applications filed only seconds apart, this previous "tie-breaker" preference offered to seniors and the disabled is no longer applicable and this preference category will therefore be removed. Low-income families, seniors and the disabled will be pulled from the waiting list in the order they applied.

Therefore, the Housing Authority has revised its preferences to reflect the following:

1. Families referred through specially funded programs;
2. Families whose assistance was terminated due to a loss of funding;
3. Families residing or working within the Housing Authority's jurisdiction;

EACH SUPERVISOR

March 17, 2008

Page 4

4. Families or individuals who are displaced due to natural disaster or government action and referrals from law enforcement agencies;
5. Date and time of registration.

## 2. LIMITED ENGLISH PROFICIENCY

In order to comply with Executive Order 13166, the Housing Authority has developed an LEP Plan to be included in the Administrative Plan to ensure that LEP persons have meaningful access to the Housing Authority programs and activities.

## 3. CRIMINAL BACKGROUND

The Housing Authority currently denies admission to all applicants on parole or probation. This policy exceeds HUD regulations and results in the exclusion of those who commit petty crimes, such as traffic-related offenses. The Housing Authority proposed to modify the policy to admit applicants on parole or probation that are otherwise eligible under HUD regulations. However, after much consideration, it has been decided that the policy will remain as is, continuing to exclude those on parole or probation.

In addition to the changes proposed in the letter sent to you on December 21, 2007 for the Board agenda on March 25, 2008, the Housing Authority is also proposing the following changes that will be presented in the form of a Motion:

### 1. TENANT COMMISSIONERS

The FY 2008-2012 Agency Plan currently states that the Housing Authority is not exempt from the requirement to have tenant commissioners serve on the PHA governing board. The Plan also states that two tenant commissioners will serve on the PHA advisory board. In accordance with the FFY 2008 Omnibus Appropriations Bill (H.R. 2764), the Housing Authority is now exempt from the requirement to have tenant commissioners serve on the Board of Commissioners, but is now required to have at least six tenant commissioners serve on the Housing Commission. The Agency Plan will be revised to reflect these changes to the tenant commissioner requirement. The Los Angeles County Ordinance will be amended to reflect this change.

### 2. ADMISSIONS PREFERENCE

As indicated above, the Housing Authority currently has six admission preferences shown below. In addition to removing the sixth level preference as indicated above, the Housing Authority is also proposing to move the current fourth level preference to the

## EACH SUPERVISOR

March 17, 2008

Page 5

third level preference. This change is being proposed as a result of the California State Health and Safety Code §34322.2, which required the Housing Authority in FY 2007-2008 to provide admission preferences for families of veterans and members of the armed forces within each admission preference category. As a result, if there are any veterans or members of armed forces in the jurisdiction on the waiting list, the Executive Director is unable to issue emergency vouchers for those families and individuals in the Los Angeles County jurisdiction that have or will become displaced due to a government action or a federally-declared disaster, or those who need immediate relocation because they are victims of or witnesses to a crime. In order to allow the Executive Director of the Housing Authority authorization to issue emergency vouchers, the current fourth level preference will be moved to the third level preference.

Below are the current admission preferences:

- (1) Set-aside, targeted, and special programs;
- (2) Families terminated due to insufficient funding;
- (3) Jurisdictional preference;
- (4) Victims of declared disasters, victims displaced due to government action, and victims of or witness to a crime;
- (5) Date and time of registration;
- (6) Elderly and disabled families.

The revised admission preferences will be as follows:

- (1) Set-aside, targeted, and special programs;
- (2) Families terminated due to insufficient funding;
- (3) Victims of declared disasters, victims displaced due to government action, and victims of or witness to a crime within the jurisdiction;
- (4) All other families within the jurisdiction;
- (5) Date and time of registration.

#### 4. ANNUAL REEXAMINATION

The Housing Authority is required under federal regulation to conduct a reexamination of income and other family circumstances for each assisted household at least annually. Currently, the anniversary date of the annual reexamination is based on the effective date of the last Housing Assistance Payments (HAP) contract.

When an annual reexamination falls delinquent, two reexaminations must be completed within months of one another, unless the anniversary date is changed to twelve months from the effective date of the last reexamination.

EACH SUPERVISOR

March 17, 2008

Page 6

In order to decrease the completion of multiple reexaminations during the year, the Housing Authority will only change the anniversary date at the time of a new contract, and at other times as necessary, per management approval.

These changes will be introduced in a motion at the March 25, 2008 Board meeting.

Should you have any questions or concerns, please contact me at (323) 890-7400.

CJ:DA:GMC

AP board memo08-09

c: Board Deputies



**HOUSING AUTHORITY  
of the County of Los Angeles**

ASSISTED HOUSING DIVISION

12131 Telegraph Road • Santa Fe Springs, CA 90670

Tel: 562.347.4663 • TDD: 562.906.4928 • [www.hacola.org](http://www.hacola.org)



**Gloria Molina**  
**Yvonne Braithwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
Commissioners

**Carlos Jackson**  
Executive Director

March 14, 2008

Phong S. Wong  
Legal Aid Foundation of Los Angeles  
8601 S. Broadway Avenue  
Los Angeles, CA 90003

Dear Mr. Wong,

Thank you for your comments regarding the Housing Authority's FY2008-2012 Agency Plan. The Housing Authority would like to take this opportunity to respond to your suggestions and concerns.

**3.2 How to Register**

**Legal Aid Foundation Comment:**

*Section 3.2 provides that prospective Section 8 participant may only apply for placement on the Section 8 waiting list through HACoLA's online website or by telephone.*

*This policy will make it difficult for homeless individuals and others without regular access to telephones or the internet to apply for Section 8 benefits. HACOLA should facilitate individuals' applications to Section 8 by allowing in-person applications. In-person applications will allow homeless and other individuals without telephone or internet access to apply for Section 8.*

**HACoLA's Response:**

The Housing Authority currently allows individuals to apply for the Section 8 waiting list by filling out an online application on the [www.hacola.org](http://www.hacola.org) website or by telephone. This method of application has been chosen for several reasons. Federal regulations require the Housing Authority to collect certain information from those who apply to the waiting list, including information regarding admissions preferences, which allows for proper selection from the waiting list. The amount of information required for application to the waiting list would necessitate a multiple page document if it were a paper application. This kind of waiting list application is not only cost prohibitive, but increases the level of erroneous information on the waiting list.



The Housing Authority is currently assessing options for installing an internet station in the Section 8 lobby to allow in-person applications to the waiting list, as well as to facilitate changes to the waiting list by those who are visiting the Section 8 office.

Additionally, the Housing Authority has set aside vouchers for the homeless and works closely with shelters that aid homeless individuals obtain housing assistance and the application process. The Housing Authority appreciates LAFLA's position on facilitating housing opportunities for the homeless.

### **3.8 Removing Applicants from the Waiting List and Purging**

#### **Legal Aid Foundation Comment:**

*The proposed plan reads: "An applicant who fails to respond to a Housing Authority mailing within the time frame indicated will be removed from the waiting list" . . . "If a letter is returned by the Post Office, the applicant will be removed without further notice." Individuals removed from the waiting list for failure to respond to a mailing may be reinstated if "the Housing Authority verifies a family/health/work emergency, or the applicant failed to respond because of a family member's disability," provided the registrant is "able to provide documentation of the circumstances."*

*We are concerned about this policy because of its detrimental effects on the homeless population and those living in transitional housing. Often, these individuals move from place to place and have no permanent address to provide to HACOLA. An exception to removal should be made for applicants who declare or show HACOLA that they were homeless during the time in question. HACOLA should also make additional efforts to reach these marginalized individuals.*

#### **HACoLA's Response:**

The Housing Authority's current practice considers homelessness, whether permanent or temporary, a family emergency. If a family has been removed from the waiting list due to an undeliverable letter or failure to respond to the letter, and the family can provide documentation to show they were homeless, or in temporary or transitional housing, they will be reinstated to the waiting list with their original date and time.

### **8.3.1 Initial Applicant Briefing**

#### **Legal Aid Foundation Comment:**

*Section 8.3.1 of the proposed plan provides that initial applicant briefing sessions for families granted Section 8 vouchers "will be conducted in English." These briefing sessions are mandatory and provide new Section 8 participants with vital information about Section 9, their responsibilities, and the responsibilities of property owners.*

*HACOLA must comply with federal requirements mandating assistance to Limited English Proficiency (LEP) individuals. These requirements are governed by Executive Order 13166, Title VI of the Civil Rights Act of 1964, and HUD's Final Guidance to*



*Federal Financial Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (72 Fed. Reg. 2733). In compliance with federal requirements, this section should be revised to require HACOLA to notify all potential Section 8 participants that they may request a translator in their native language prior to the briefing. This will ensure that all Section 8 participants are fully aware of their responsibilities and that of the property owners. Although Section 22.4.2 provides that qualified interpreters will be used at voucher issuance briefings, Section 8.3.1 should also specifically include this requirement.*

**HACoLA's Response:**

The Housing Authority included Chapter 22, which refers to LEP in the Administrative Plan. All references to English-only have been removed and the policy in this section will reflect the policy included in Chapter 22. We appreciate you bringing this to our attention.

**8.7.3 Extensions**

**Legal Aid Foundation Comment:**

*Section 8.7.3 states that "A family may request an extension of the voucher period. All requests for extensions must be received prior to the expiration date of the voucher"... "Housing Supervisors may authorize extensions up to a maximum term of 270 calendar days for extenuating circumstances or as a reasonable accommodation."*

*We recommend that HACOLA amend its policy by granting unlimited search time as a reasonable accommodation. Many households with a disabled individual have extreme difficulty locating a unit that can accommodate their disability and finding a landlord who is willing to rent to them. This proposed amendment would significantly reduce the stress and burden associated with finding an appropriate unit within the time limits.*

Furthermore, we suggest changes and/or, replacement of this section as follows;

***"If a family has claimed a disability ...family will be provided with written instructions at time that Voucher is issued for requesting an extension based on Reasonable Accommodation on the Basis of Disability, verified by Voucher Recipient's signature of receipt and understanding.***

***The Procedure for Request for Reasonable Accommodation of Extension of Voucher:***

***Voucher recipient must request a reasonable accommodation in writing to the HACLA 504/Disability Coordinator's Office prior to the expiration date of the voucher. Once a request for reasonable accommodation of extension of voucher expiration has been submitted to the 504/Disability Coordinator's Office, the voucher's expiration will be tolled until a determination is issued in writing by the 504 Coordinator's Office, either extending the Voucher, or denying Voucher recipient's request.***

***If the Request for Reasonable Accommodation is denied, the HACoLA's reason for denial must be included in the written Notification of Denial of Reasonable Accommodation.***

*If Reasonable Accommodation is denied, Voucher Recipient may request a hearing, within 30 days of his or her receipt of the Denial of Reasonable Accommodation/Expiration of Voucher, to contest the decision.*

*If Reasonable Accommodation is granted, the Voucher recipient may request additional extensions based on Reasonable Accommodation as needed, subject to the same procedures as for the initial request.*

**HACoLA's Response:**

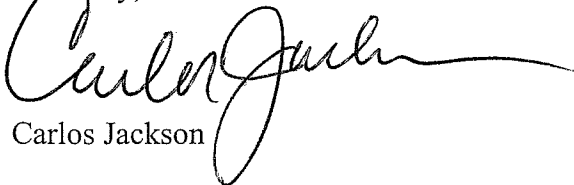
The Housing Authority currently gives up to a maximum of 270 days search time on the voucher as reasonable accommodation. However, the Housing Authority will extend this time if necessary as a reasonable accommodation, in compliance with our policy in section 1.8.1, which states that the Housing Authority is required to make reasonable adjustments to its policies in order to enable a disabled individual equal opportunity to use and enjoy their unit and to comply with program obligations.

While the Housing Authority currently makes provisions for those who need additional search time beyond the stated maximum of 270 days due to a disability, the Housing Authority will consider revising the voucher extension policy in the future to remove a maximum search time for those who need a reasonable accommodation due to a disability.

Applicants and participants are briefed regarding their rights and responsibilities under the Section 8 program when they receive their voucher. This briefing includes the procedure for requesting a reasonable accommodation and the procedure for requesting an extension on their voucher, including the extension form. If a reasonable accommodation is denied, the reason for the denial is included in the notification to the applicant or participant and that person is given an opportunity to appeal the decision.

Thank you again for taking time to provide your comments and suggestions for the FY2008-2012 Agency Plan. If you have any further comments or questions, please contact Kerrin Cardwell, Administrative Analyst at (562) 347-4813.

Sincerely,

A handwritten signature in black ink, appearing to read 'Carlos Jackson', with a long horizontal flourish extending to the right.

Carlos Jackson



**El Monte Office  
Direct Dial  
(626) 307-3640**

February 8, 2008

Melissa Crabbe  
Unika Colbert  
Housing Authority of the County of Los Angeles  
12131 Telegraph Road  
Santa Fe Springs, CA 90670

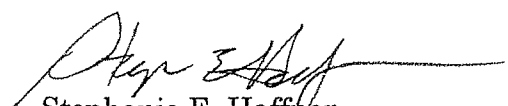
Re: Submission of Written Comments on the Proposed Annual Plan for Fiscal Year 2008-08

Dear Ms. Crabbe and Ms. Colbert:

Thank you for delivering to Neighborhood Legal Services and National Housing Law Project in January copies of the 2008-09 Annual Plan and the Fiscal Year 2008-12 Five Year Plan for the Housing Authority of the County of Los Angeles. We are preparing written comment to be submitted in advance of the March 25, 2008 public hearing, and anticipate submitting those comments within approximately the next two weeks.

Thank you for your courtesy and attention.

Sincerely,

  
Stephanie E. Haffner  
Attorney at Law

cc. National Housing Law Project

**RECEIVED**

**FEB 11 2008**

**Initial:** \_\_\_\_\_

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**Gloria Molina**  
**Yvonne Brathwaite Burke**  
**Zev Yaroslavsky**  
**Don Knabe**  
**Michael D. Antonovich**  
*Commissioners*

**Carlos Jackson**  
*Executive Director*

March 5, 2008

Kings Road Tenant Association  
800-801 N. Kings Road  
West Hollywood, CA 90069

**SUBJECT: YOUR FEBRUARY 7, 2008 AND FEBRUARY 29, 2008  
CORRESPONDENCE**

Dear Kings Road Tenant Association,

This is in response to your February 7, 2008 and February 29, 2008 correspondence, regarding your inquiries on the Agency Plan for Fiscal Years 2008-2012 ("Agency Plan").

**Tenant Commissioner Requirement**

The governing board of the Housing Authority is the Board of Commissioners comprised of five, full-time, salaried Supervisors on the Los Angeles County Board of Supervisors. The Agency Plan for Fiscal Years 2008-2012 ("Agency Plan") currently states that the Housing Authority is not exempt from the Federal requirement to have a tenant on the Housing Authority's governing board. The Agency Plan also states that four Tenant Commissioners are required to serve on the Housing Authority's advisory board. The Housing Commission was created by ordinance as an advisory body to review all Housing Authority policy and program matters and make formal recommendations to the Board of Commissioners for approval. All Housing Commissioners are appointed by the Board of Supervisors. The four Tenant Commissioners are identified through a formal selection process to represent Section 8 participants and tenants of properties owned and managed by the Housing Authority.

According to California Health and Safety Code 34286, a tenant is also eligible for appointment as a non-tenant commissioner. You may contact Supervisor Zev Yaroslavsky for a non-tenant commissioner appointment. As a reminder, both commissioners and non-tenant commissioners have the same rights, powers, duties, privileges and immunities serving on the Housing Commission.

As discussed during the Housing Commission meeting on February 27, 2008, the Housing Authority will ask the Board of Commissioners to introduce a Board Motion that



amends the Agency Plan to state the following: On December 19, 2007, Congress passed the Federal Fiscal Year (FFY) Omnibus Appropriations Bill (H.R. 2764) that exempts the Housing Authority of the County of Los Angeles from the Federal requirement to have a Housing Authority tenant on the Housing Authority's governing board. Instead, Congress now requires the Housing Authority to have at least six Tenant Commissioners on its advisory board.

### **Resident Advisory Board**

Section 511 of the United States Housing Act and the regulations in 24 CFR part 903 require that Housing Authorities establish one or more Resident Advisory Board(s) (RAB) as part of the Agency Plan process. RAB membership is comprised of individuals who reflect and represent the Public Housing and Section 8 residents assisted by the Housing Authority. The main role of the RAB is to make recommendations in the development of the Agency Plan. HUD requires Housing Authorities to include all RAB comments with the Housing Authority's responses, as an Attachment to the Agency Plan (Attachment E). These comments were received by the Housing Authority during RAB meetings held in November and December of 2007.

### **Rehabilitation Projects**

The anticipated rehabilitation construction for the Kings Road Housing Development is currently in the planning stages. The rehabilitation construction will address needed improvements, including items that were identified during the last REAC inspection conducted at the Kings Road Housing Development. Prior to the start of any construction, Kings Road residents will be informed of the scope of work, timelines and how they may be impacted.

### **Legal Counsel**

Use of independent legal counsel is not a requirement for resident council operations, and therefore the related costs are to be covered by the resident council should you choose to use legal counsel. There are legal services and other resources that are free of charge that can be used by resident councils. This information has been provided to our resident councils at the regular Quarterly Resident Council Forums and also to the Kings Road Tenant Association in letters dated January 17, 2006 and February 23, 2006. Public Counsel Law Center provides legal counsel to assist resident councils. You may discuss the legal needs of the Kings Road Tenant Association further by contacting them at 213-385-2977.

### **Duplicating Apartment Keys**

Housing Authority staff that were in attendance at the January 2, 2008 meeting never informed residents that they would be subject to eviction if they were to duplicate their

Kings Road Tenant Association

March 5, 2008

Page 3 of 3

apartment keys. Keys are issued based on the number of residents that are currently on the lease. Duplication of keys contributes to unauthorized guests and visitors. The residents who need assistance and have caretakers, are required to complete the appropriate documentation for approval so that they are not in violation of their lease agreement.

Please be informed that the Housing Authority provides impartial translation services or staff in conducting meetings of the Housing Authority.

Should you have additional questions, please contact Marisela Crabbe at 323-890-7120 for Agency Plan concerns and Arlene Black, Area Manager, at 323-890-7139 for other concerns.

Sincerely,

A handwritten signature in cursive script that reads "Bobbette Glover".

BOBBETTE GLOVER  
Assistant Executive Director